

**CHESAPEAKE
MASS DISASTER PLANNING COMMITTEE**

Meeting Date: Thursday, March 20, 2007

Chesapeake Health Department –1st Floor, Auditorium

Attendees Linda Boyette (CHD), Robb Braidwood (OEM), John Buddenhagen (Human Svcs), Jennifer Foster (CGH), Lindsay Herbert(CHD), Jenifer Lupin (CHD), Michelle Oblinsky (EOM), Robert Rendin (CHD), Barbara Robinson (CPS), Clyde Sheely (CPS), Rosemary Torre-Mills (CSB), Susan Van Horn (Human Svcs), Marian Vollmer (CHD), Becky Washburn (CHD), April West (CHD).

Minutes by : J. Lupin

Project /Agenda Item	Discussion	Action Required	By Whom/When
1. Introductions	Introductions were omitted, as there were no new members or guests present.	N/A	N/A
2. Review/Approval of Previous Minutes	Minutes from the December 20, 2007 meeting were approved.	N/A	N/A
3. Review of Action Items from Previous Meeting	<p>a. Update on a severe weather plan for the drive-thru PODS. T. Torres was not in attendance due to a work related injury; therefore, no update was given.</p> <p>b. It was determined that the pre-packaging of meds for the Drive-Thru POD would take place in Phase I-Kit Assembly. Bags will be packaged with 4 vials and anyone needing extra meds will take an additional bag (with 4 vials).</p> <p>c. Projected staffing increases are shown on a handout provided by R. Rendin. The City Manager approved the use of 800 city employees. They will be notified for activation by the EOC.</p> <p>d. R. Rendin enclosed a letter submitted to the Postal Service requesting the use of mailboxes for exercises and real emergency events. Those he talked with indicated that there was a possibility of approval, especially since we weren't drawing on USPS staff for delivery, but no official approval has been given.</p> <p>e. M. Oblinsky detailed the use of the GIS system for creating Bus Routes. Mapping is currently in process. Approx 450 residences are included per route based upon existing elementary school bus routes. Pending new developments are being incorporated into the routes. Total routes will use 200 buses or less. Every POD will get number of buses reflective upon their population. R. Rendin and M. Oblinsky using information as "best practice" in meetings to show the use of GIS in Emergency Planning.</p> <p>f. Deleting Businesses from closed POD plans. Jails, state facilities, hospitals, etc. will have closed PODs but businesses will be deleted from plans in order to avoid duplication of effort.</p>	<p>Update on a severe weather plan for PODS</p> <p>Completed</p> <p>Completed</p> <p>Follow up with USPS to determine availability of mailboxes</p> <p>Continue Mapping</p> <p>Completed</p>	<p>T. Torres / June 19</p> <p>N/A</p> <p>N/A</p> <p>R. Rendin/ April 15</p> <p>M. Oblinsky & J. Lupin/Ongoing</p> <p>N/A</p>

Review of Action Items from Previous Meeting (Cont'd)	<p>g. There will be no Exercise for First Responder Cache. Police and fire have assigned personnel, stations and process to distribute meds to first responders and do not feel an exercise is necessary.</p> <p>h. Official First Responders: R. Rendin communicated with other local agencies and sister jurisdictions to determine what they considered to be First Responders. Fire and Police were determined to be First Responders. Appropriate City agencies will be approached to determine a number of people they consider First Responders and why they fit the criteria. A document must be drafted that establishes First Responder criteria and gives agencies the opportunity to explain why the individuals that are chosen fit the criteria.</p>	Item deleted	N/A
		Draft criteria document	R. Rendin/June 08
4. Special Delivery 08	<p>a. Tabletop Exercise with Key Players from Police and Pan Flu Exercise to be invited.</p> <p>b. Full Scale Exercise to include rural residential delivery (upon permission of postal service) and institutional (correctional facility) participation. GBHS not in session for summer school. All MDPC members to be included as participants or observers.</p>	Schedule for July 08	R. Rendin & M. Oblinsky/June 08
		Schedule first two weeks of August	R. Rendin/June 08
5. Mass Dispensing Job Action Guide Training CD Demonstration	Demonstration by J. Lupin and R. Rendin of new CRI-Job Action Guide Training CD. Only major Job Descriptions, not all, job descriptions included in this CD.	N/A	N/A
6. Automated Alert System (HAN)	R. Rendin gave a demonstration of how to set contact preferences with HAN. A test alert was issued. MDPC members listened to the test alert to become familiar with the information it contained.	N/A	N/A
7. Ad Hoc Issues	<p>a. Handouts for each member included: Extrapolation of Delivery Time for Antibiotics, Risk Analysis for Bioterrorism with map, and Request to Post Master to Use Mailboxes for Residential Delivery.</p> <p>b. R. Rendin submitted his input on a revised Security Manual Plan to T. Torres for final Departmental approval.</p> <p>c. All necessary people have given approval to use Grassfield High School as an official 5th POD site, following the CDC recommendations of 1 POD per 50,000 people.</p> <p>.</p>	N/A	N/A
		Final CPD Departmental approval	T. Torres/
		N/A	N/A
8. Next Meeting	Thursday, June 19, 2008. CHD 2 nd Floor Library	Attend	MDPC Members